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| Volume No. 3—Automated Systems Applications | TOPIC NO. | 70340 |
| Function No. 70300—FAACS Online | TOPIC | DATA ELEMENT CHANGE |
| | DATE | October 2003 |

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Overview

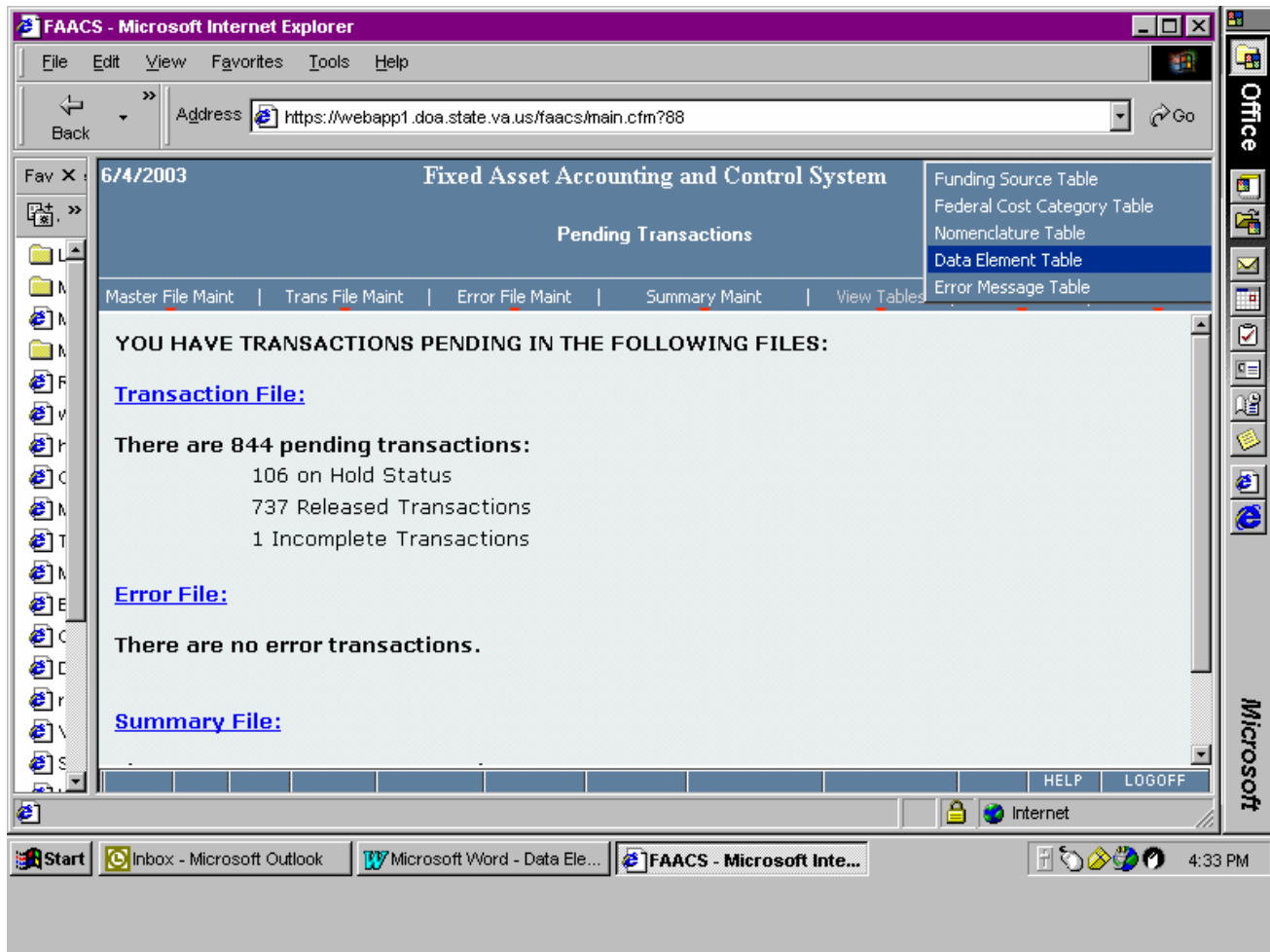
Introduction

FAACS has a data element change feature. This feature allows changes to data elements for specific assets without going through the usual data screens. However, this feature does not contain the screen edits that are usually in effect when data entry is performed from the regular screens. For this reason, use of this feature can result in error file items that must be corrected. Accordingly, caution should be exercised if this feature is used. It is accessed from the “**Restricted**” option on the navigation bar. If you want to use this feature, you must specifically request it.

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Procedures

Data Element Change Procedures To access data element change, choose **Restricted** on the navigation bar and click on **Data Element Table**.



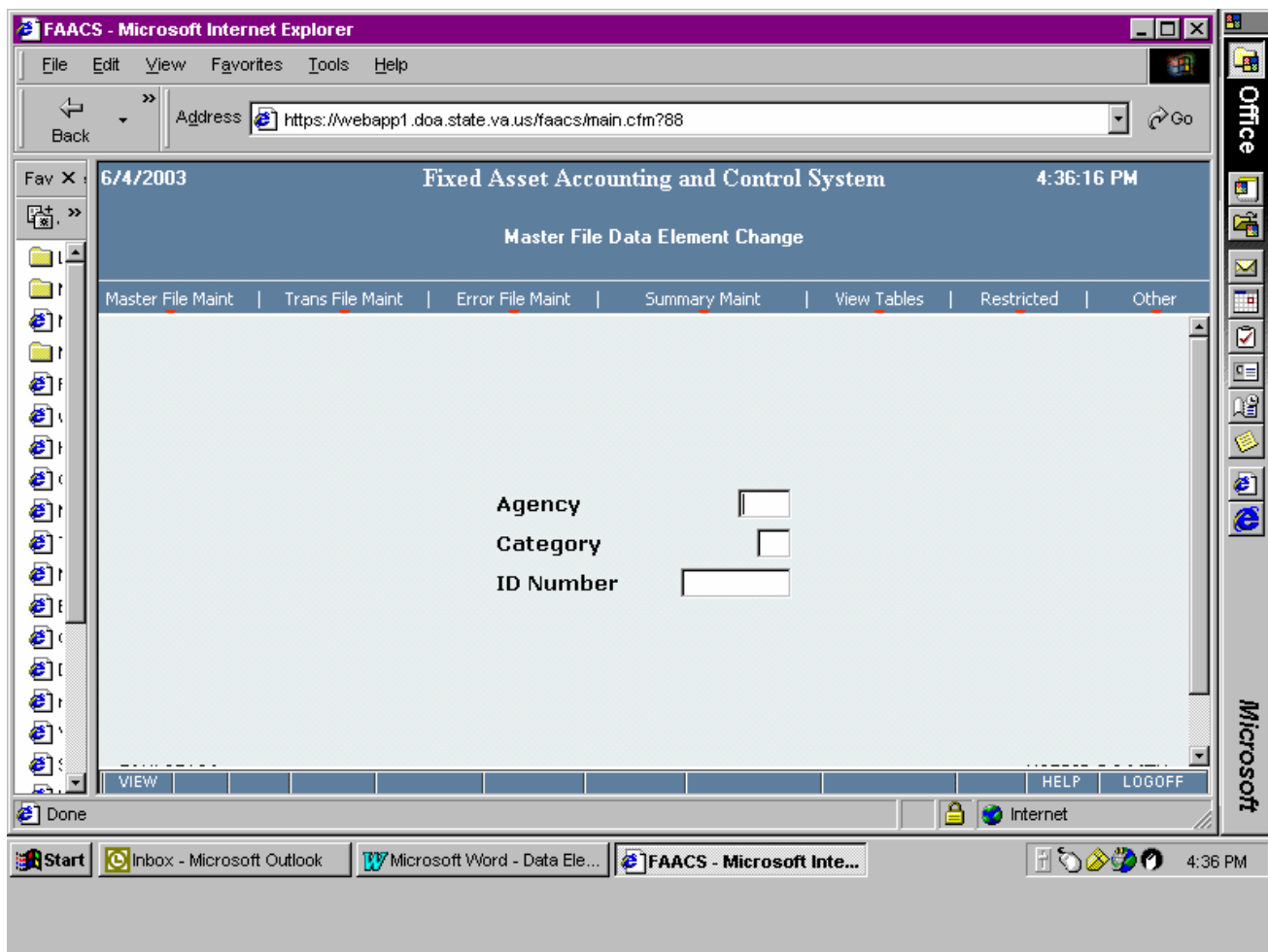
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Procedures, Continued

Data Element Change Procedures continued

Choosing **Data Element Table** will bring you to a screen that gives you the option to indicate a specific desired asset.



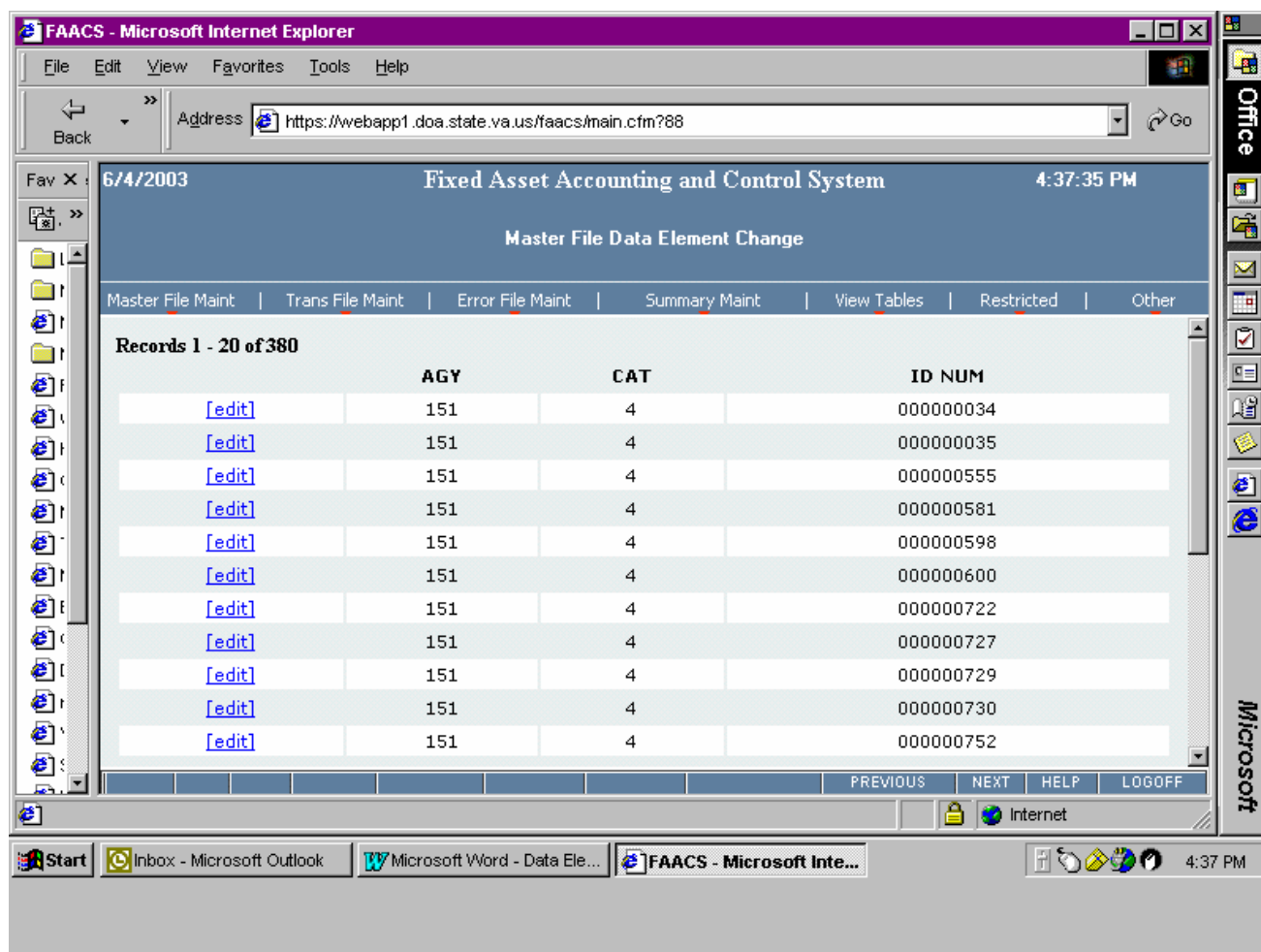
You may indicate a specific FAACS ID or click on **VIEW** to access a listing of your agency's assets. If you choose a specific ID, the listing will begin with that ID. Otherwise it will begin with the lowest ID for you agency.

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Procedures, Continued

Data Element Change Procedures continued Once you choose **VIEW**, the following Master File Data Element Change screen will appear.



Use the **NEXT** and **PREVIOUS** action buttons to scroll through the master file until you find the asset ID you wish to change. Click on "**edit**" beside the asset you wish to impact.

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Procedures, Continued

Data Element Change Procedures continued This will bring you to a screen for that particular asset.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?88>. The main content area is titled "Fixed Asset Accounting and Control System" and "Master File Data Element Change". The date is 6/4/2003 and the time is 4:39:45 PM. The screen displays a table with the following data:

| AGENCY | ASSET CATEGORY | ID NUMBER | DATA ELEMENT NAME |
|--------|----------------|-----------|------------------------|
| 151 | 4 | 000000034 | Select a Data Element. |

The DATA ELEMENT NAME dropdown menu is open, showing a list of data elements including LAST_INVENTORY_DATE01, which is highlighted. Below the table, there are input fields for Data Element Name and Current Value, and a Submit Change button. The user ID is displayed as USERID DOAJTN.

Under the **DATA ELEMENT NAME**, use the drop down menu to choose the data element that you want to change. In this example, LAST INVENTORY DATA is to be changed.

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Procedures, Continued

Data Element Change Procedures continued

In the lower portion of the screen, the data element name that was selected will be displayed along with the current value for the chosen data element.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?88>. The main content area is titled "Fixed Asset Accounting and Control System" and "Master File Data Element Change". The date is 6/4/2003 and the time is 4:39:45 PM. The screen displays a table with the following data:

| AGENCY | ASSET CATEGORY | ID NUMBER | DATA ELEMENT NAME |
|--------|----------------|-----------|-----------------------|
| 151 | 4 | 000000034 | LAST_INVENTORY_DATE01 |

Below the table, there are input fields for "Data Element Name" (LAST_INVENTORY_DATE01), "Current Value" (06301998), and "New Value". A "Submit Change" button is located to the right of the "New Value" field. The user ID is displayed as "USERID DOAJTN".

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Procedures, Continued

Data Element Change Procedures continued In the “New Value” block, enter the value that you intend to change to for this chosen data element.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?88>. The main content area is titled "Fixed Asset Accounting and Control System" and "Master File Data Element Change". It features a navigation bar with links: Master File Maint, Trans File Maint, Error File Maint, Summary Maint, View Tables, Restricted, and Other. Below the navigation bar, there is a table with columns: AGENCY, ASSET CATEGORY, ID NUMBER, and DATA ELEMENT NAME. The table contains the following data: AGENCY 151, ASSET CATEGORY 4, ID NUMBER 000000034, and DATA ELEMENT NAME LAST_INVENTORY_DATE01. To the right of the table is a Reset button. Below the table, there is a section for Data Element Name, Current Value, and New Value. The Data Element Name is LAST_INVENTORY_DATE01, the Current Value is 06301998, and the New Value is 05312003. To the right of these fields is a Submit Change button. At the bottom of the form, there is a status bar showing the user ID FANL0720 and the system time 4:44 PM. The bottom of the browser window shows the taskbar with the Start button and several open applications: Inbox - Microsoft Outlook, Microsoft Word - Data Ele..., and FAACS - Microsoft Inte....

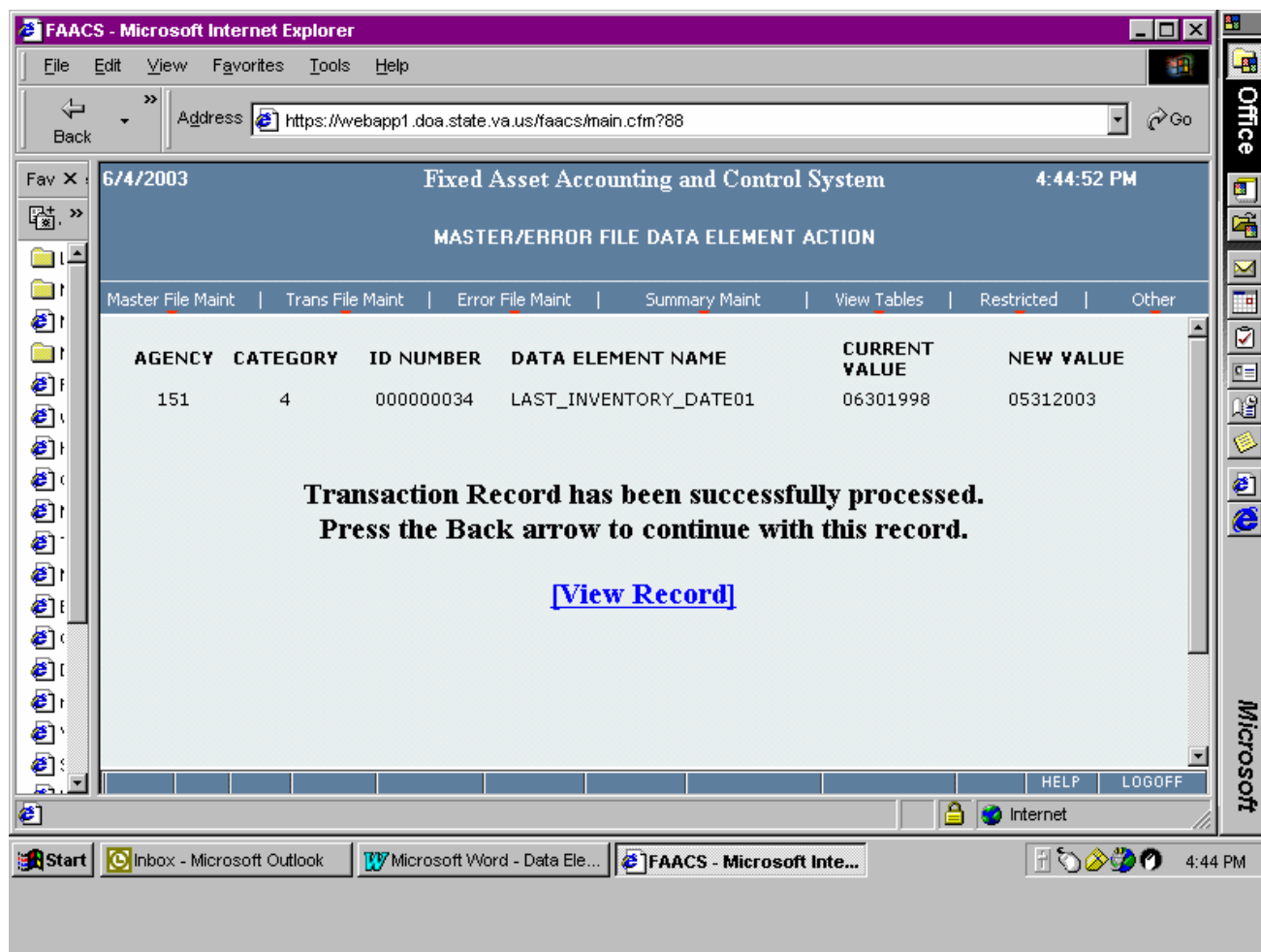
Once you have filled in the “New Value” block, click on the **Submit Change** button.

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Procedures, Continued



Data Element Change Procedures continued You will get a message that your change transaction has been successful.



If you wish to make additional changes to the same asset, you can do so. Also, you can make changes to other assets as well.

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Contacts

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